

Baraboo Community Development Authority
Minutes of the Regular Monthly Meeting
Tuesday November 5, 2019

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. in Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo, WI 53913

I/II. Call to Order/Roll Call

Present: Wastlund, Fordham, Koehler, Bobholz, Kierzek, Petty, Skare
Absent: None
Staff: Patrick Cannon

III. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

IV. Approval of Agenda

A motion was made to approve the agenda as presented.

Petty (1); Koehler (2)
Aye: All via voice vote
Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for September 3, 2019 with changes.

Bobholz (1); Fordham (2)
Aye: All via voice vote
Nay: None

VI. Announcement of Public Events

No events were noted

VII. Public Comment

No one wished to make a comment at this time.

VIII. Receipt of Financial Statements and Approval of Vouchers

- a. October 1, 2019 to October 31, 2019 Vouchers
- b. Financial Statements - September, 2019
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

A motion was made to approve the vouchers from October 1, 2019 to October 31, 2019 as presented.

Bobholz (1); Skare (2)
Aye: All via voice vote
Nay: None

IX. Executive Report

The report was included in the packet.

X. Committee Reports

A. BEDC

BEDC met briefly in October.

B. Executive Committee

The Committee will meet after the CDA meeting tonight.

C. Finance

The Committee met prior to the CDA meeting and reviewed the 2020 budgets, the USDA-RD loan application and a new policy.

D. Loan Review Committee

The Committee met earlier and approved a CDBG-RLF Home loan and discussed a change in the CDBG-RLF Home loan approval process.

XI. Old Business

1. Update on CDA Projects

i. Web Site RFP

No action has been taken. Staff has contacted the schools to seek assistance from students on this project

ii. Consideration and discussion of CDA 2020 budgets

Based upon a recommendation from the Finance Committee, the CDA Board reviewed the proposed 2020 CDA Budgets and approved them as presented.

Motion: To approve the 2020 CDA Budgets as recommended by the Finance Committee

Petty (1); Koehler (2)

Aye: All via voice vote

Nay: None

XII. New Business

1. Consideration and discussion of Uncollectable Tenant Account Policy

Based upon a recommendation from the Finance Committee, the Board discussed the need to create a written policy regarding the collection of debts from tenants. While the CDA has completed these tasks previously, HUD has required that a policy be enacted.

After careful review, a motion was made to approve the proposed policy as presented.

Motion: To approve the Uncollectable Tenant Account Policy
Petty (1); Skare (2)
Aye: All via voice vote
Nay: None

2. Consideration and discussion of authorization to submit loan application to USDA for the Library Project.

The Board noted that the City Council has asked the CDA to again serve as the long term financing party for the Library project. The application would be to USDA –RD for the loan.

Based upon action taken by the Finance Committee, the Board moved to authorize the CDA Executive Director to sign the documents and submit the application to USDA-RD.

Motion: To authorize the Executive Director to sign the necessary documents and submit the application to USDA-RD for a loan for the Library Project
Petty (1); Fordham (2)
Aye: All via voice vote
Nay: None

XIII. Board Member Comments
None

XIV. Public Comment
None

XV. Adjournment
Motion:
To adjourn the meeting at 7:34 pm
Petty (1); Bobholz (2)
Aye: All via voice vote
Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder